

ADMINISTRATIVE INTERNAL USE ONLY

78-2035

28 JUN 1978

MEMORANDUM FOR: Chief, Support Staff, ICS

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Secretarial Career Service for the IC Staff

REFERENCE : Memo for D/Pers fr C/Support Staff/ICS dtd
20 Jun 78, same subject

1. In response to reference request, we have reviewed possible options for the administration of a Secretarial/Clerical Career Service Panel system for the IC Staff or other organizations with a similar relationship to CIA. We see the two proposals contained in the ICS memorandum as the only viable approaches to the problem and agree the basic concern is to provide satisfactory career management and development for the secretaries and clerical personnel assigned to the IC Staff. Inclusion of the personnel assigned to the IC Staff in the E Career Service system, we believe, would be the most effective and equitable approach for all concerned.

2. A separate Career Service system with return rights to the E Service would be unfair to the employees being administered by the E Service; the return of IC employees at will would create the distinct possibility of blocking the progression of the on-board employees to the more senior assignments and potential promotions. An IC Career Service without return rights would certainly limit possibilities for future movement, requiring the employee desiring reassignment from the IC Staff to "shop" for a new assignment in an atmosphere and system which supports the Career Service concern for the advancement of its own employees. As the memorandum notes, it would also impose a recruitment responsibility on the IC Staff for filling vacant or new positions.

3. Administering the secretarial and clerical employees now with ICS as a part of the E Service provides a far larger base for assignment possibilities, to the advantage of the employee and offices concerned, ensures competitive consideration for those possibilities, and generally supports a more effective management system for employees in these categories. It also has the advantage of following the same policies

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applicable to professional employees on rotational assignment to the IC Staff. In this regard, a clerical employee on an established rotation tour from a Career Service other than the E Service, would continue to be managed by the parent Service.

4. The paper prepared by [] asks very pertinent questions, many of which were posed when the concept of the permanent cadre for ICS first developed. Our recommendation above is premised on the assumption that the clerical and secretarial support to the ICS, or similar organizations, will continue to be provided by employees on rotation from CIA. Should the ICS cadre expand to the point where the principal personnel input, including secretaries and clerical, is by appointment to ICS and not by rotation from CIA, this recommendation would, of course, be reconsidered. The management systems of CIA do not necessarily apply to non-CIA employees, and there would be no basis for such employees being administered in combination with CIA personnel.

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F. W. M. Janney

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